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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD DISTRIBUTION ADMINISTRATION
WASHINGTON, D. C.

March 5, 1943.

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. 2

Discontinuance of the Branch Letter

The Branch Letter which has been issued biweekly since the formation of the Fruit and Vegetable Branch has been discontinued with the issue of January 15. It will be superseded by a series of Memoranda which will be issued by the Chief of the Branch.

The new series of Memoranda will contain such general information and instructions as the Chief may wish to issue from time to time to the entire Branch and such technical instructions and other information as each Division Leader considers necessary for the unification and successful conduct of the work of his Division in the different parts of the country. These Memoranda will not contain administrative instructions such as were formerly carried in the Branch Letter since such instructions are now being issued from the offices of the Regional Administrators.

A letter will precede the number of each Memorandum containing Divisional information or instructions in order to facilitate the filing of such Memoranda according to subject matter and Division concerned. The following letters are assigned to the different Divisions:

- A Market News Division
- B Fresh Marketing Division
- C Fresh Products Standardization and Inspection Division
- D Processed Marketing Division
- E Processed Products Standardization and Inspection Division
- F Program Policy Division
- G Regulatory Division

Example: FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. A-1

This will be the heading of the first Memorandum issued to the field force of the Market News Division.

The numbers of the Memoranda containing general information or instructions from the Chief to the entire Branch will not be preceded by a letter. The Memorandum on Organization was the first of that series.

Each Division Leader will determine whether the Memoranda covering his own work will be issued at regular intervals or only as occasion demands. All Memoranda which Division Leaders wish to be issued should be forwarded to the Office of the Chief for approval. After approval they will be mimeographed and forwarded to the Regional offices for distribution.

W. G. Mead
Chief

